

85-4302

OTE No. 85-5078

19 DEC 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration  
Administrative Officer, DCI

FROM: [REDACTED] STAT  
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses [REDACTED] STAT

1. Approval is requested to incur expenses [REDACTED] STAT

2. I believe the expenditure of appropriate funds is authorized  
[REDACTED] for the costs for reception services for the Executive  
Leadership Forum (ELF) on 18 - 22 November 1985 to honor senior  
guests and the instructor from the Center for Creative Leadership  
(who conducted the course for the Agency without charge). STAT

3. Designated Officials (guests) present including their grade,  
title, and organization affiliation:

[REDACTED] Vice President, IBM STAT  
[REDACTED] Deputy Director, FBI Academy STAT  
CCL, Greensboro, N.C.

4. Designated Agency Official (host) present including their  
grade, title, and organizational affiliation:

[REDACTED] D/OTE, SIS-4 STAT

5. Other guests present including their grade, title, and  
organizational affiliation:

Students in the ELF Course (SIS-1s)  
OTE Instructors (GS-12 and GS-13)  
Six Assessment Psychologists

SUBJECT: Request for Approval to Incur Expenses

STAT

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost for this function is \$845.00.

STAT

Attachment

CONCUR:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date

I certify the availability of funds in the amount indicated in paragraph 7.

1/4  
\_\_\_\_\_  
Budget and Fiscal Officer, DCI

67 NOV 1971  
\_\_\_\_\_  
Date

APPROVED:

1/4  
\_\_\_\_\_  
Executive Director

67 NOV 1971  
\_\_\_\_\_  
Date

OTE/C/AD  18 December 1985)

STAT

Distribution:

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